

# Board of Equalization

## Board Member Second District Student Intern (Unpaid)

The student intern, in a learner capacity, performs a variety of technical and administrative functions for the Board Member of the Second District under the direct supervision of the Member's executive staff.

Continued enrollment in college courses is required. Students with academic majors related to Business, English, Marketing and Political Science are encouraged to apply. This position can range from 10 to 35 hours per week.

30% Support to the Board Member and executive staff. Compose taxpayer correspondence for the Board Member's or the executive staff's signature in response to written or verbal inquiries. This will require interaction with other Board of Equalization staff inside and outside of the Board Member's office

20% Screen incoming telephone calls and visitors. Sort correspondence and distribute to staff.

20% Assist with any necessary preparations for board hearings and meetings, including research and writing.

20% Assist staff in media and outreach efforts, including developing and maintaining lists, coalition building efforts and drafting communication.

10% other job related duties as required.

### Knowledge of

- General concepts and principles involved in administrative and technical office duties.

### Ability to:

- Learn policies and procedures related to a Board Member's office
- Reason logically
- Write effectively
- Analyze situations accurately and take appropriate action
- Review reference materials to obtain solutions
- Assist in research, review and other related activities in the office
- Operate personal computer, photocopy machine and other electronic office equipment
- Maintain confidentiality of sensitive matters
- Work in a high-rise building

### Desirable Qualifications

- Interest in acquiring knowledge of the organization and function of the Board of Equalization
- Interest in assisting taxpayers with tax issues and understanding their rights
- Proficiency in using personal computer, including the use of various software packages such as Excel, Word and Access
- Good communication skills, both oral and written

- Willingness to adjust to changing assignments and priorities
- Ability to maintain cooperative working relationships

**How to Apply:**

Send your resume for consideration to: [Carmen.Garcia@boe.ca.gov](mailto:Carmen.Garcia@boe.ca.gov)